



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 5061.9G
OCNR: 01242T
22 September 1987

SECNAV INSTRUCTION 5061.9G

From: Secretary of the Navy

Subj: CAPTAIN ROBERT DEXTER CONRAD AWARD FOR SCIENTIFIC
ACHIEVEMENT

Encl: (1) Navy Organizations To Be Represented on Nomination
Review Committee
(2) Format for Award Documentation

1. Purpose. To revise already established procedures for processing nominations for the subject award and for presenting the award.

2. Cancellation. SECNAVINST 5061.9F.

3. Background. The award is named in honor of Captain Robert Dexter Conrad, who was the primary architect of the Navy's basic research program, and the head of the Planning Division of the Office of Naval Research at the time of its establishment. It is designed to recognize and to reward outstanding technical and scientific achievement in research and development for the Department of the Navy (DON).

4. Description. The Captain Robert Dexter Conrad award consists of a gold medal and a citation signed by the Secretary of the Navy.

5. Criteria. The Captain Robert Dexter Conrad award will be granted, on an annual basis, to an individual who has made an outstanding contribution in the field of research and development for the DON. Such contribution shall be so outstanding as to be widely recognized, not only by the cognizant personnel within the DON, but also by the civilian scientific and engineering community of the Nation. While no time limitation is intended to be imposed in selecting a candidate for the award, it is recommended that only accomplishments of recent years be considered. Award considerations will be given to achievements in any of the following:

a. Planning and administration of scientific research and/or development.

b. Individual achievement or series of achievements which contribute to the progress of science or technology in fields of significance to the Department of the Navy.

6. Eligibility. At the time of the achievement or contribution cited as a basis for the award, nominees must have been in one of the following categories:

- a. A civilian employee in an active employment status in the DON.
- b. An employee of a DON contractor.
- c. A member of the military service on active duty.

7. Nominating Responsibilities. The Chief of Naval Research (CNR) is responsible for obtaining and forwarding, with comments, a nomination to the Secretary of the Navy via the Assistant Secretary of the Navy (Research, Engineering and Systems) annually. If none of the nominees submitted in a given year meet the established standards, the CNR will recommend to the Secretary that no award be granted for that year. To avoid possible embarrassment, nominations should be designated "FOR OFFICIAL USE ONLY" and safeguarded until final action has been taken.

8. Nomination Procedures

R) a. The Chief of Naval Research will establish a Nomination Review Committee. The Committee will consist of nine representatives from Navy activities, listed in enclosure (1), which have significant research and development programs. The Committee will be responsible for ensuring the widest possible consideration of potential nominees and for making an appropriate recommendation to the CNR.

b. Award nominations should be in the format of enclosure (2) and be favorably endorsed by the headquarters command. The CNR will issue a notice concerning the nomination due date and general information on the Committee meeting. Prior to this meeting, Committee members will receive a copy of each nomination to be considered.

c. When the Committee meets, each representative should be prepared to provide supporting information on the potential candidate(s) submitted by his or her organization. After each nomination has been discussed, ballots will be completed and a recommendation will be formulated and forwarded to the CNR.

9. Award Presentation. Awards approved by the Secretary of the Navy will be presented by the CNR or the CNR's designated representative at a special ceremony which is mutually convenient to the recipient, his or her employing organization, and the CNR.

AWARD DOCUMENTATION

- PART I
- a. Name of Nominee
 - b. Present Position
 - (1) Title, grade, or rank
 - (2) Organizational location
 - (3) Immediate supervisor
 - (4) Activity or station
 - c. Brief description of duties and responsibilities
 - d. Resume of previous awards or honors
 - e. List of published papers, articles, or books
- PART II
- Description of nominee's achievement--should be in a field within the purview of the nominating official and include a positive statement of the value of the achievement to the Department of the Navy.
- PART III
- A recommended citation noting the contribution.
(on a separate page)